

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
THURSDAY, JUNE 8, 2000
8:45 A.M.**

Commissioners Present: Kathy Campbell, Chair
Larry Hudkins, Vice Chair
Bernie Heier
Linda Steinman
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Gwen Thorpe, Deputy County Clerk

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 1, 2000 AND DEPARTMENTAL BUDGET HEARING MINUTES ON THURSDAY, MAY 18, 2000 AND TUESDAY, MAY 23, 2000

MOTION: Hudkins moved and Workman seconded approval of the staff meeting minutes of Thursday, June 1, 2000 and departmental budget hearing minutes on Thursday, May 18, 2000 and Tuesday, May 23, 2000. Hudkins, Heier, Workman, Steinman and Campbell voted aye with the exception of the departmental budget hearing minutes dated May 18 which Heier abstained from voting. Motion carried.

2 ADDITIONS TO AGENDA

There were no additions to the agenda.

Hudkins requested Item 8b be moved forward on the agenda.

3 BUDGET REVIEW - Dave Kroeker, Budget & Fiscal Director

Dave Kroeker, Budget & Fiscal Director, briefly discussed and distributed documentation regarding the consolidation of funds (Exhibit A). He suggested that the Relief/Medical Fund, Institutions Fund and the Inheritance Tax Fund be consolidated into the General Fund. He said an opinion from the County Attorney's Office recommended that the Weed Control Fund and the Veterans Aid Fund remain the same.

Kroeker recommended that the Board continue to budget conservatively on the Inheritance Tax Fund.

Campbell asked if the consolidation of funds should be placed on a Tuesday agenda as a resolution.

In response to a question asked by Hudkins regarding the bond rating, Kroeker stated any increase on percentages in the General Fund balance would not hurt the bond rating.

Board consensus to request Dave Johnson, Deputy County Attorney, to draft a resolution regarding the consolidation of the Relief/Medical Fund, the Institutions Fund and the Inheritance Tax Fund into the General Fund.

Kroeker distributed documentation relating to civil process court costs which were in the Sheriff's budget (Exhibit B). He explained that the Board had previously discussed placing those monies in the Public Defender's budget and the County Attorney's budget. Based on data for February, March and April the County Attorney's costs would be \$126,000 and costs for the Public Defender's Office would be \$5,500. Kroeker questioned how representative the three months of data are for the year and suggested they may be better off collecting data for a year or two and placing the money in Justice Miscellaneous.

Board consensus to collect data for one to two years and to place monies in Justice Miscellaneous to cover those costs.

Kroeker distributed documentation regarding the Juvenile Detention Center's budget for furniture and fixtures (Exhibit C). Also being built into the budget are monies for start-up supplies.

In response to a question asked by Hudkins regarding the rebate on chairs, Kroeker stated total cost is estimated at \$672,000. The total budget was \$650,000. With the rebate, Kroeker stated, the \$672,000 decreases to approximately \$650,000.

Uniforms for staff at the Juvenile Detention Center, he said, are another new cost. \$5,500 has been budgeted.

Heier asked if Prison Industries could construct the furniture.

Kroeker stated bids have not been let and that there is still time to research Prison Industries regarding materials used and type of construction.

Campbell requested that the transition team review the budget for furniture and fixtures for the new Juvenile Detention Center again and keep the total amount closer to \$650,000 knowing that there will be additional requests.

Hudkins concurred.

Kroeker stated he would speak with Kathy Smith, Assistant Purchasing Agent, regarding Prison Industries.

(Hudkins exited.)

Campbell requested that Kroeker visit with the transition team.

- 4 JUVENILE DIVERSION PROGRAM** - Honorable Tom Dawson; Chief Tom Casady, Lincoln Police Department; Jodi Nelson, Chief Deputy County Attorney; Dennis Keefe, Public Defender; Lori Griggs, Chief Juvenile Probation Officer; Ann Hobbs, Juvenile Diversion Director; Sheriff Terry Wagner; John McQuinn, Chief Assistant City Prosecutor

Present were Ann Hobbs, Cedars Youth Services; Lori Griggs, Chief Probation Officer; Terry Wagner, Sheriff; Jodi Nelson, Chief Deputy County Attorney of the Juvenile Division; Jeff Gade, Lincoln Police Department; Kit Boesch, Human Services; Dennis Keefe, Public Defender; Tom Casady, Chief of Police; John McQuinn, Chief Assistant City Prosecutor; Kerry Crosby, Lincoln Police Department, Margene Timm, Public Defender's Office; Sandra Miller, Cedar Youth Services and Karen Dush, Cedar Youth Services.

Lori Griggs, Chief Juvenile Probation Officer, explained that the Juvenile Court judges signed a memorandum, dated May 4, to all law enforcement that juvenile probation officers would conduct a detention screening on any arrests of a youth under the age of 18 at the time of the arrest. She stated the procedure would involve a juvenile probation officer speaking with a law enforcement officer about the incident, contacting parents/guardians or caseworkers to determine if there's an appropriate alternative placement. Griggs stated they have been conducting the screening on all misdemeanors under age 16 because that population, by statute, would solely be Juvenile Court cases. After review of the language, she said, it was determined that the procedure should apply to all juveniles at the time of arrest. Griggs stated they have had four to five cases with most of the detentions coming from court.

Tom Casady, Chief of Police, explained that every year the Lincoln Police Department (LPD) detains approximately 4,000 youth for felony and misdemeanor offenses. A very small percentage of those youth, he said, would enter the Juvenile Detention Center because they are released with a citation in the field. He stated there are policy guidelines for officers regarding when both adults and youth should be booked and when they should be released. Casady said the policy had not changed except that when an officer decides that a youth should be detained at the Detention Center he or she now must obtain authorization from the court to do so regardless of the child's age. He said he didn't believe the Police Department's policy would change other than they will be making a call to Juvenile Probation. The vast majority of youth, including those that are detained at the Detention Center, are automatic; they are youth who have an active arrest warrant or have committed a crime which by its nature requires detention. Casady stated most times the police officer's determination mirrors that of the probation officer's.

Griggs concurred with Chief Casady's statement and stated that the procedural system should now be smoother for juvenile filings.

Margena Timms, Public Defender's Office, concurred with Griggs'. She indicated she recently had a juvenile case which went through the process much more expediently.

Dennis Keefe, Public Defender, stated his comments relate to the diversion program. He said it is his understanding that there will be a change in the diversion rules and that he is concerned about two issues:

- Continuation of a system where there is discretion of the County Attorney on the recommendation from diversion.
- If there is no response within a certain time frame to the notice of the Diversion Program, the youth is no longer eligible for the program

He also stated he is concerned that there will be an increase in juvenile filings.

Ann Hobbs, Cedars Youth Services, distributed documentation regarding referral trends (Exhibit D) and stated they have seen a 30 percent decrease in filings since 1997.

Steinman stated the County Board received information from the Juvenile Court judges that the filings are coming from the City based on citations being given to juveniles. She added they are mostly minor cases which don't go through the diversion program.

Jodi Nelson, Chief Deputy County Attorney of the Juvenile Division, stated their filings were down significantly since October/November of 1999.

Keefe stated there are four different agencies which count juvenile filings:

- County Attorney
- City Attorney
- Juvenile Court
- Clerk of the District Court which reports to the State Court Administrator's Office

He added that none of the of the numbers of filings between agencies match.

Campbell suggested the four offices meet to discuss a consistent way to count the number of filings.

Kit Boesch, Justice Council, stated they should be counted in the same manner as Douglas County.

Nelson explained that the concept of diversion is essentially for first time offending youth. She stated it came to her attention that youth would go to diversion on a City case, and because the County's system and the City's system are not integrated, they would go to diversion on the City case. The youth would then pick up a new law violation and go through on the County's system, which would appear to be a first offense, and go through diversion a second time. Nelson stated that was not consistent with the concept of the diversion program.

Boesch stated that the diversion guidelines had been changed to allow for another potential chance at diversion.

John McQuinn, Chief Assistant City Prosecutor, stated he concurred with Nelson. He stated their number of filings for the current year are consistent with the number for last year.

Campbell suggested that the Justice Council bring the agencies together to address the manner in which the number of juvenile filings are counted.

She also stated the County Board would be meeting with the juvenile judges on a quarterly basis.

Boesch stated she feels they need a discussion to clarify policies to give more guidance to discretion and to review how pre-trial diversion could make more of a difference.

5 EXCEPTIONAL CIRCUMSTANCE AWARDS - Georgia Glass, Personnel Director

Georgia Glass, Personnel Director, stated two County departments choose an "Employee of the Year" and that the individual receives an exceptional circumstance award. She stated it was her belief that the exceptional circumstance award was for individuals who have taken on a special project or someone who consistently goes above and beyond duty.

The Board agreed.

Steinman stated there is nothing to preclude other departments to choose an "Employee of the Year" based on their own criteria, which may not be the same as an exceptional circumstance award.

Glass stated she would visit with the two County departments regarding the clarification.

MOTION: Steinman moved and Heier seconded to authorize Georgia Glass, Personnel Director, to speak with the Director of Lancaster Manor and the Director of the Corrections Department regarding exceptional circumstance awards given in connection with the "Employee of the Year" program. Steinman, Heier, Workman and Campbell voted aye. Motion carried.

6 ACTION ITEMS

a. Common Agenda Items

Workman stated the Commons meeting will be held at 10 a.m. on Friday, June 16, 2000.

b. Microcomputer Requests:

1. C#2000-179 From District Court Probation for \$1,781.83 from Probation Budget for Pentium III
2. C#2000-174 from County Court Probation for \$3,492.27 from FY 01 Microcomputer Budget for two Pentium III's

MOTION: Workman moved and Steinman seconded approval of Microcomputer Request B1 from District Court Probation and to deny request B2 from County Court Probation.

Both the maker of the motion and the seconder agreed that the request from County Court Probation would be included on the Microcomputer Budget list to be considered at a later date.

ROLL CALL: Workman, Steinman, Heier and Campbell voted aye. Motion carried.

7 CONSENT ITEMS

8 ADMINISTRATIVE OFFICER REPORT

- a. LB 1085 Merger Report

Campbell stated the item was deferred for one week.

- b. Solicitation of Task Force members for Planning Projects

Heier asked how the number of appointees to the task force was determined.

Campbell stated the majority of Stevens Creek lies within the County and suggested that Kerry Eagan, Chief Administrative Officer, write a letter to the Planning Department indicating that the County Board objects to the number of appointees designated. She also added that the City Council and the Mayor should be sent copies of the letter notifying them of the Board's objection.

Campbell also suggested that the letter indicate that the County Board would like to discuss the number of appointments in relation to the Comprehensive Plan and the Infrastructure Financing Study.

MOTION: Steinman moved and Heier seconded approval of drafting a letter to the Planning Department objecting to the number of task force appointees to the Stevens Creek Basin Initiative, to request that there be discussion regarding the number of task force appointees for the Comprehensive Plan and Infrastructure Financing Study and to authorize the Chair to sign the letter. Steinman, Heier, Workman, Hudkins and Campbell voted aye. Motion carried.

- c. County Board Schedule for Week of July 4, 2000

Board consensus to cancel the regular Board of Commissioners meeting for Tuesday, July 4 and the Board of Commissioners staff meeting for Thursday, July 6.

d. Detention Facility Construction Meeting

Kerry Eagan, Chief Administrative Officer, stated construction is on schedule. He indicated there is one concern on the scheduling involving door frames which have to pre-fabricated and built into the foundation. He stated the Juvenile Detention Facility is having difficulty deciding on the type of hardware which affects how the doors are manufactured.

9 DISCUSSION OF BOARD MEMBER MEETINGS

a. General Assistance Monitoring Committee - Campbell, Steinman

Steinman reported that they discussed the decision of looking at the percentage of poverty for different families. She noted that Lincoln Action Program will be providing information regarding need and income level.

A meeting will also be held with local pharmacists on June 20 regarding requirements for providing drugs to indigents.

b. Monthly Meeting with Mayor Wesely - Campbell, Hudkins

Campbell stated the Mayor is going to hire an Affirmative Action Officer. She indicated that the County would be willing to sign an interlocal agreement.

Also discussed was the ambulance issue. He informed Campbell that any documentation given to the City Council would also be given to the County Board.

c. Ecological Advisory Committee - Heier

Heier reported the Ecological Advisory Committee is currently reviewing whether he is a voting member or an ex-officio member.

Also discussed was task force membership, particularly for Stevens Creek. Heier suggested that the committee be polled for submittal of a name to the County Board for consideration of membership on the task force.

10 OTHER BUSINESS

A. Campbell informed the Board that she asked Dave Kroeker, Budget and Fiscal Director, for assistance in drafting a letter to the Agricultural Society requesting more detail regarding the additional 3.8 million dollars for the Event Center. She stated she was trying to develop a list of questions to send to Charles Willnerd, Agricultural Society, and that Kroeker is researching the question regarding a loan. Campbell added that she would send the letter out with her signature, but not as the Chair of the County Board and that all the Commissioners would receive a copy.

She also noted that Dick Campbell, Campbell's Nurseries, informed her that when a job is bid the contractor usually bids the sales tax. It was his concern that the Ag Society may be being billed twice, however, if the Ag Society specified in the bid that they are tax exempt the contractor would not have taken that into consideration.

Kroeker added that he had received a telephone call from a Bennet banker regarding a letter which was sent to all bankers within Lancaster County indicating that the Ag Society is soliciting interest in a \$1,000,000 equipment lease.

B. Campbell stated Don Herz, City Finance Director, reported to Kerry Eagan, Chief Administrative Officer, that if American Medical Response (AMR) is the closest ambulance service they would respond to calls within the County. If the rural fire district is the closest they would respond.

11 ADJOURNMENT

By direction of the Chair, the staff meeting was adjourned.

Bruce Medcalf
County Clerk